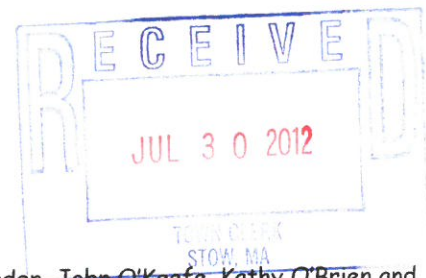


## Minutes for Randal Library Trustees Meeting

June 13, 2012



Meeting called to order at 7:30

**Present:** Library Trustees: Tim Reed, Harry Donahue, Amante Coppes, Barbie Wolfenden, John O'Keefe, Kathy O'Brien and  
Director: Melissa Fournier

**Absent:** Jane Epstein

**Visitors:** Laurie Emken and Rob Aldape

**Public Comment:** Laurie Emken wanted to know when the children's librarian would be returning to the library as her children were missing her. She wanted her "love and support" to be noted and recorded. It was explained that the librarian is out on sick leave so the choice of return date is hers. The Board is looking forward to her return as well.

**Treasurer's Report:** Previous Treasurer Rob Aldape was present to assist in the transfer of funds. Additional financial documents are required to make John O'Keefe the designated treasurer to sign checks for the board. Rob agreed to sign a \$10,000. check to cover current needs until John is "official" at the banks.

**Secretary's Report:** votes were taken on a number of previous meeting minutes. Minutes from March 16 and May 23 need amending; May 23 and April minutes were accepted.

### Director's Report:

Melissa:

- o Said E-book use has increased again.
- o Stated she will do training for patrons on how to use the e-books.
- o Noted that one staff member continues on sick leave and she has increased hours for other staff.
- o Shared that coordination of the summer reading is complete.
- o Asked for a \$10,000. transfer of funds to cover the current invoices.
- o Will end the fiscal year @\$638. under budget.
- o A new aide will begin July 1<sup>st</sup> if all necessary steps (posting, interviews, necessary forms, etc) are completed. The new hire will be scheduled for 14 hours a week.
- o Asked that the Collection Development Policy she had provided at an earlier meeting be reviewed and discussed at an upcoming meeting.
- o Is creating Directors goals for 2013 and will present them in July or August.

### FRL Report:

Tim:

- o Said the town wide mailing for fundraising is ready for mailing.
- o Noted that all the necessary paperwork had not been given to Margaret Irwin and she was unable to complete the mailing in May as planned.
- o Accepted Barbie's offer to take the project to its conclusion.

### Bylaws, Policies and Procedures:

Amante:

- o Shared that she has researched information from other towns regarding their bylaws, policies and procedures.
- o Will provide information on the similarities and differences of these at the July or August meeting.

### Chairman's Report:

Tim:

- o Reported that at the LBC meeting the engineers provided new information that will impact some of the current ideas regarding possible new configurations of the library components.
- o The Common Room and the overhang portion on the upper level are not structurally sound for the stacks or for large assemblies.
- o Support structures have been removed in some areas.
- o Said that the patio area is problematic.
- o Wants to know what changes are necessary for safety and stability.

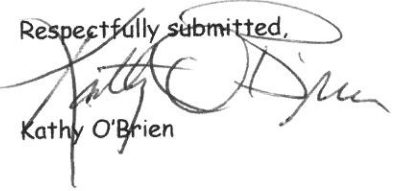
- Expects a report from the restoration specialists soon.
- Said that the library addition changed the original support columns.
- Will be asking for 5 proposals that provide different designs including: repairs without major renovations, how to handle known issues with the addition, and how to maintain the safety of the library for patrons.

**New Business:**

- Tim will be away from June 20<sup>th</sup> to July 20<sup>th</sup>. John was nominated and voted as interim chairman.
- The next scheduled meeting is July 25<sup>th</sup>.

Meeting was adjourned at 9:02

Respectfully submitted,

  
Kathy O'Brien